

Dear Employer,

Archbishop Sentamu Academy - WORK EXPERIENCE

Thank you for showing an interest in providing Work Experience for a student from Archbishop Sentamu Academy. Such experience is regarded as an important contribution to a student's education as well as their personal development and your cooperation is particularly appreciated.

We ask students to choose their own placement and make first contact with employers, so that:

1. Employers receive interested and well-motivated students
2. Students and parents are satisfied with the type of placement
3. Initiative is encouraged and useful experience gained
4. The process of applying for Work Experience mirrors that of applying for a job

ACTION REQUIRED Please discuss details of the placement with the student and we would appreciate you providing them with the following information:

1. Full name of the person offering the placement
2. Address of where the placement is to be carried out
3. The phone number of the employer
4. The email address of the employer
5. Details of employer liability insurance, including the reference number

All of our placements will be risk assessed by NYBEP. Their health & Safety officer will be in contact by telephone to arrange a convenient appointment with you.

INFORMATION Before the placement commences the student is fully briefed and given a Work Experience Logbook to complete during the placement. This includes a section for your assessment of the student and we would ask you to complete and return it to them at the end of the placement, we will contact you nearer to the date to go through this in more detail.

Thank you so much for your help and support. We really do appreciate it. If you have any queries please do not hesitate to contact me at school.

Yours sincerely

Mrs Katrina Stephenson

Associate Assistant Vice Principal